



Connecticut Commission
on Culture & Tourism

FINAL REPORT INSTRUCTIONS

FY07 LOCAL ARTS AGENCY PROGRAM

FORMS & FILING INSTRUCTIONS

Submission of Forms: Submit only printed versions of narrative and financial forms (hard copies). Do not submit forms electronically (original signatures are required).

Final Report Form: Two page document (requiring attachments) which can be completed electronically except for the signature (bottom of Page 2). While the pdf format will not allow you to save a copy with your entered data, you can print copies of the completed form for submission and for your office files. All instructions are printed on the form with additional information listed below.

Financial Report: Separate MS Excel attachment (with embedded formulae) which can be completed electronically. All instructions are printed on the form with additional information listed below.

FINAL REPORT DEFINITIONS & GENERAL INFORMATION

SECTION I: RECIPIENT INFORMATION

Grant Number: This number, beginning with "FY07," is found on the top section of your contract.

SECTION II: SUMMARY INFORMATION

Actual total Audience/Individuals directly benefiting: Count the total number of individuals who were directly involved in your LAA programs and services during the funding period. Include actual audience numbers based on paid/free admissions, services provided, etc. Avoid inflated numbers and do not double-count. Organizations are not penalized for low numbers.

Indirect beneficiaries: Those served through listenership, viewership or readership via broadcast, internet or publications (not those reached by news articles, advertising, calendar listings, etc.)

For **publications**, report the number of persons using the materials or the number of copies actually distributed. Do not substitute the total number of copies produced.

For **broadcasting**, if reliable estimates of listenership or viewership are available for the specific time of a broadcast, those estimates may be used. If no reliable estimates are available, do not include. Do not substitute the entire population of the geographic area that may potentially have been able to receive the broadcast.

For **internet-based** activity, report the number of unique users. Do not substitute the frequency of "hits" or times the information was accessed if the number of distinct users cannot be determined.

Artists participating: Count the total number of artists directly involved with the grant funded LAA programs and services.

SECTION III: NARRATIVE REPORT SECTION

Question #2: Your answer should include observations regarding your organization's capacity, growth, professional development, standing, relationships and associations, etc.

Question #3: Your answer should include observations regarding your constituents' capacity, growth, professional development, relationships and associations, evaluations, etc.

Question #4: Underserved groups may include youth-at-risk, rural organizations and participants, ethnic minorities, senior citizens, physically challenged individuals, etc.

SECTION IV: FINANCIAL SUMMARY

Figures should be reported for the funding period **July 1, 2006 – June 30, 2007** which may or may not conform to your organization's fiscal year.

In-kind contributions are goods and services donated by individuals or organizations. The dollar value of non-cash donations should be calculated at a verifiable fair-market value.

CERTIFICATION

The final report must be signed by an Authorized Official of the organization, e.g. executive director, board president or other program official.

FINANCIAL REPORT: DEFINITIONS (Pages 2A & 2B)

Numbers preceding the following definitions correspond to the numbered lines on the form. Do not confuse with the Excel spreadsheet numbering system on the electronic form.

CONTRIBUTED INCOME

1. Government:

- a. **Federal:** Cash support derived from grants or appropriations by agencies of the federal government (e.g. National Endowment for the Arts).
- b. **State:** Cash support derived from grants or appropriations from agencies of the state (includes Directed Local Fund amounts).
- c. **Regional:** Cash support derived from multi-state consortia of state agencies (e.g. New England Foundation for the Arts) applied to the project.
- d. **Municipal:** Cash support derived from grants or other appropriations by city, county, in-state regional and other local government agencies.

2. Individual: Cash contributions from individuals.

3. Foundation: Cash contributions derived from private foundations.

4. Corporate: Cash contributions derived from businesses, corporations and corporate foundations.

5. Special Events: Cash support derived from special events or fundraisers.

6. Endowment Transfer: Funds transferred from an organization's endowment during the grant period.

7. Subtotal Contributed Income

EARNED INCOME

8. Program Income

- a. **Admissions:** Income derived from the sale of admissions, tickets, publications, subscriptions, etc.
- b. **Classes/Workshops:** Income derived from classes, workshops, seminars, etc.
- c. **School Programs/Tours:** Income derived from contracts with public and/or private schools for on- and/or off-site programming such as school group events, in-school residencies and other school-based programming.

9. **Membership Dues:** Income derived from dues or fees paid by members.

10. **Contracted Services:** Income derived from fees earned through contracts for specific services outside of core organizational programming.

11. **Other:** List other income such as catalog and gift shop sales, concessions, parking, investments, rental, transfers from parent organization, etc. Describe/categorize other earned income by typing on the lines provided.

12. Subtotal Earned Income

Total Cash Income: Total of contributed and earned income (lines 7 and 12)

EXPENSES

1. Salaries

- a. **Administrative:** Employee salaries, wages and benefits for administrative staff. Include executive directors, finance, marketing, fundraising, human resources, etc.
- b. **Programmatic:** Employee salaries, wages and benefits for programming staff. Include artistic directors, program managers, curators, choreographers, composers, musicians, etc.
- c. **Technical:** Employee salaries, wages and benefits for technical management and staff. Include technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.
- d. **Other:** List salaries and wages for any other staff not included above. Describe/categorize other salaries by typing on the lines provided.

2. Subtotal Salaries

3. Professional Services

- a. **Programmatic & Technical:** Cash payments to individuals that are not employees. This may include web site designers, artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary/visual/performing artists, stage managers, exhibit installers, etc.
- b. **Instructors:** Cash payments to individual teachers, workshop leaders, etc., who are not employees of your organization.
- c. **Legal/Accounting/Admin:** Payments to firms or persons who provide legal, accounting, or other administrative expertise on contract.
- d. **Other:** List cash payment for any other contracted services not included above. Describe/categorize other services by typing on the lines provided.

4. Subtotal Professional Services

5. Supplies

- a. **Administrative:** Cash payments for office supplies and other non-program supply expenses.
- b. **Program:** Cash payments for production materials, tents, royalties, raw materials and any other program-related items.

6. **Telephone:** Cash payments for telephone usage.

7. **Postage & Shipping:** Cash payments for postage, trucking, shipping, hauling, etc.

8. **Occupancy:** Payments for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.

9. **Marketing/Publicity/Advertising:** Cash payments for marketing materials, ad space, web site maintenance, etc.

10. **Outside Printing/Publication:** Payments for all outside printing and publications.

11. **Travel:** Airfare, mileage, car rental, lodging, and meals.

12. **Other:** List other expenses that do not fit the above categories. Describe/categorize other costs by typing on the lines provided.

13. Subtotal lines 5 - 12.

Total Cash Expenses: Total of all cash expenses (lines 2, 4, and 13)

Organize Final Report submission as follows:

- 📄 **Final Report** (provided - two page PDF form)
- 📄 **Narrative Section** (attachment - maximum three pages)
- 📄 **Financial Report budgets** (provided - two page MS Excel form)
- 📄 **Requested attachments** (printed items confirming CCT acknowledgment, legislative letters)

Mail to:

Attention: John Cusano
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